

.

From: Salemi, Charles (DPH)
Sent: Thursday, July 21, 2011 11:04 AM
To: Nassif, Julianne (DPH)
Subject: RE: Coverdell Grant Visit and Saturday lab

Hi Julie, I looked at your notice on the Coverdell visit and mistakenly thought that they were coming August 16, the assessment date. I didn't realize that it was next Tuesday. Hevis can go down the renovated lab that day and we can set her up there if she has to demonstrate any sample work. Della and Daniela are already setting up shop in Della's Lab. Also, I asked and no one is interested in coming in Saturday for 4 hours comp time. CBS

From: Nassif, Julianne (DPH)
Sent: Thursday, July 21, 2011 10:55 AM
To: Lleshi, Hevis (DPH)
Cc: Salemi, Charles (DPH)
Subject: RE: Coverdell Grant Visit

Hi Hevis,
All good questions; this is our first site visit from MSP on the grant, so I don't have a lot of specific information on what they will expect from you. You should be working on samples and they would probably just like to meet you & possibly ask a few questions about your background. I have provided them with a copy of your resume. I would prefer that you be in the renovated space, as we all know appearances do matter.

Chuck – I will follow-up w/ maint. On moving back into the space.

Julie

From: Lleshi, Hevis (DPH)
Sent: Thursday, July 21, 2011 10:44 AM
To: Nassif, Julianne (DPH)
Cc: Salemi, Charles (DPH)
Subject: Coverdell Grant Visit

Hello Juli,

I am emailing regarding the Coverdell Grant visit this coming Tuesday. You had mentioned that they would like to meet with me, in addition to discussing the financials and take a tour of the laboratory. I would like to know what will they be expecting of me as a new employee? Would I be doing samples at the time of the visit, or simply meet with them and discuss my position? I am a bit unclear as to whether I should be staying at Chuck's lab where I am currently working on samples, or move down to the already renovated lab for that particular visit?

Please let me know what is expected of me for during the visit, and I will start making the necessary adjustments.

Thank you and have a great day,

Hevis